



Jeffrey P. Morrow  
Director of Security

*Commonwealth of Massachusetts Trial Court*  
**SECURITY DEPARTMENT**  
**STANDARDS & TRAINING DIVISION**  
Suffolk County Courthouse, 15<sup>th</sup> Floor  
3 Pemberton Square  
Boston, MA 02108



Heather C. Brouillette  
Assistant Director

To: Court Officer Candidate  
From: Standards & Training Division  
RE: Recruit Equipment List: FALL/WINTER

1. Please follow the instructions carefully. Inability to follow direction or bring required items on this list may result in your dismissal from academy training.
  1. One (1) pair of shower shoes (black, blue or gray)
  2. Toilet articles (contained in a 1-gallon clear zip-lock bag) Females: Place feminine hygiene items in a separate clear zip-lock bag
  3. Six (6) pair athletic socks (solid white color, crew length)
  4. Six (6) pair running socks (solid white color, ¼ crew length)
  5. Six (6) pair dress socks (black color, crew length)
  6. Laundry bag (white color, mesh)
  7. Two (2) pair of running shoes
  8. Ten (10) briefs
  9. Ten (10) undershirts, crew, (white color)
  10. Females only: Five (5) color (white, black, navy blue and/or gray) brassieres and five (5) color (white, black, navy blue, and/or gray) athletic brassieres
  11. Males only: (1) Athletic supporter with cup
  12. One (1) shoeshine kit with black shoe polish
  13. Five (5) crew neck t-shirts, no pockets, no logo, navy color, (Gildan G500)
  14. One (1) small lock box capable of holding prescribed and over counter medications, wallet and car keys
  15. One (1) shaving kit (capable of holding toiletry items)
  16. One (1) large plain sea bag black color (Rothco#8134)
  17. One (1) English Pocket Dictionary
  18. Any required prescribed medications in original labeled prescription bottle
  19. One (1) protective mouth guard
  20. One (1) canteen with canteen pouch and clips, black color (Military style / 1QT.)
  21. One (1) pair of black police/military boots (Boots shall not be polished for day one)
  22. Five (5) pairs of compression shorts, black
  23. One (1) handcuff case, plain, leather, flat black color, brass button (JayPee 170H)
  24. One (1) key keeper (black) with a tactical cuff key
  25. Four (4) belt keepers, plain, flat black color, brass button (JayPee #25)
  26. One (1) duty belt, leather, plain, flat black color, brass buckle (JayPee 400A 4 rows of stitching)
  27. **One (1) glove pouch, plain, leather, flat black color (JayPee SGC)**
  28. **Three (3) cotton gym shorts, with pockets, navy color (Gildan G44S30)**
  29. **Two (2) long sleeve uniform Shirts, navy color (Dickie 1574)**
  30. **Two (2) uniform pants, navy color (Dickie 874)**
  31. **Two (2) pairs of sweatpants, no pockets, no logo, Navy (Gildan G182)**
  32. **Two (2) sweatshirts, crew neck, no pockets, no logo, no hood, Navy (Gildan G180)**
  33. **One (1) inner belt, black, velcro (Jay Pee 13V)**

- 34. One (1) black field scarf (clip-on tie)**  
**35. One (1) black jacket, waist length, reversible (Blauer 6045) DO NOT MARK**
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2. The above items will be packed into the large black sea bag (item 16). The duffle bag will be brought to the Academy on Day One of the training program by the recruit. All fragile or breakable items listed above must be protected against breakage within the duffle bag.
3. All items on the checklist will be marked with black permanent marker in the following manner **except for the gray PT clothing:**

**Last Name, First Initial.** (Example: **Smith, R.**)

Clothing will be marked on the inside so the writing will not be visible from the outside.

The NAVY PT sweatshirt and NAVY t-shirts (5) will be marked in the following manner in WHITE:

- a. The back and front of the sweatshirts and t-shirts will be stenciled with the recruit's **last name only**.
  - b. Letters will be white, 2" in height for the back, 1" in height for the front.
  - c. Upper case, block style.
  - d. The name will be centered.
  - e. The top edge of the letters shall be 6" down from the lowest point of the crew neck seam.
4. Items marked in bold on the equipment list are to be retrieved from the location below and will be purchased for you by the Massachusetts Trial Court. You will be measured for gear on the day of orientation. You will also have an opportunity to complete an order form ordering other equipment/gear from Ben's if you so choose.
- a. Ben's Uniform, 20 Main St., Amesbury, MA 01913; *Call ahead for an appointment.*
5. All other equipment contained on this list that you do not already have may be purchased elsewhere.

**Please read the above instructions carefully.** Any questions regarding equipment/supplies can be directed to [Securuty.Training@jud.state.ma.us](mailto:Securuty.Training@jud.state.ma.us)